



## Policy Manager: Using a Review Date

Outdated policies can leave your organisation at risk.

It is essential to proactively review the policies and procedures that have been added to the Intranet on a regular basis.

The Review date field can be used to ensure policies are being checked for changes regularly.

### How to set a review date

The review date field appears and can be set:

- When [a new policy is created](#)
- When [editing a policy](#)
- When [creating a new policy version](#)

When a date has been applied, it will appear in the top right of the policy:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice
- To integrate sustainability considerations into all our business decisions
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it
- To minimise the impact on the sustainability of all office and transportation activities
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices
- Continually strive to improve our sustainability performance

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STATUS Distribution

Do not send notification

Set status expiry Date

**Set review Date**

Recall this policy

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Owner\* Michael Christian

Author\* Michael Christian

Policy Manager > Policy Details

**POLICIES**  
POL-0003 - Sustainability Policy

Distribution Policy version 1 internal, sustainability

Claromentis is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Claromentis' professional activities and the management of the organisation.

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We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Review Date 23 May 2027

+ Create New Version

Edit Properties

Acceptance Status

## What does the review date do?

All users with 'Edit policy' permission to the policy will receive **two notifications** (the format of which is determined by [their preferences](#)):

### 1. Policy Review Reminder `policy.review_reminder`

This notification will be sent 15 days before the review date.

### 2. Policy Review Date `policy.review_due`

This notification will be sent on the day it is due for review.

This allows them to review the policy and update it if required ([by creating a new version](#)), or set a new review date.

## Ongoing management

The review date also appears in the ['manage policies' area](#) and can be exported to CSV.

Policy Manager

Manage Policies

Keywords  Status - Active -

Advanced search

Search Reset Export to CSV

Reference	Title	Asset	Type	Owner	Status	Review Date	Action
PDR-0003	<a href="#">Audit Procedures</a>	Page	Procedures	Michael Christian	Distribution	15 April 2027	<a href="#">✎</a> <a href="#">🗑️</a> <a href="#">+</a>
OPS-001	<a href="#">Bean &amp; Brew Coffee Co. Franchise Operations Manual</a>	Page	Procedures	Amelia Jackson	Distribution	8 September 2026	<a href="#">✎</a> <a href="#">🗑️</a> <a href="#">+</a>
INS-0002	<a href="#">Foreign travel advice</a>	Weblink	Instruction	Michael Christian	Distribution	14 May 2026	<a href="#">✎</a> <a href="#">🗑️</a> <a href="#">+</a>
POL-0003	<a href="#">Sustainability Policy</a>	Page	Policies	Michael Christian	Distribution	23 May 2027	<a href="#">✎</a> <a href="#">🗑️</a> <a href="#">+</a>

It is recommended to set a review date against every policy when it is created or updated, so encourage your policy administrators to do this.

Especially when hundreds or thousands of policies build up in the application over time, setting a review date really helps with management, allowing the appropriate users to frequently perform checks and action any changes.

Created on 2 April 2026 by [Hannah Door](#)  
Tags: [date](#), [policy](#), [review](#)